

DATE: April 1, 2016

TO: Subscribers

SUGGESTED DISTRIBUTION: Commissioners, TA and SNAP Directors, HEAP Coordinators, WMS Coordinators

FROM: Phyllis D. Morris, Deputy Commissioner
Center for Employment and Economic Supports

SUBJECT: Statewide Financial System Blackout Period

EFFECTIVE DATE: Immediately

CONTACT PERSON: HEAP Bureau at 1-(800) 343-8859, extension 3-0332

The purpose of this GIS is to inform Social Services Districts (SSDs) that the Statewide Financial System (SFS) will be unavailable 10-12 days to accommodate State Fiscal Year 2015-16 closeout activities. The SFS Blackout will begin at 3:00 PM on Wednesday, March 30, 2016. The system is expected to resume operations on April 11, 2016. During the blackout period, no user access will be available.

The SFS blackout period impacts HEAP vendor payments issued through SFS, as well as energy related payments HEAP vendors receive from other state agencies. Payments to HEAP vendors through SFS will be pended during the blackout period, and will resume when the SFS system becomes available on April 11, 2016.

Temporary Assistance energy payments, New York City HEAP payments, and locally issued HEAP payments (client direct and two party checks) WILL NOT be impacted.